Capital Needs Assessment (CNA) e-Tool
Operational Bulletin 2018-04

TO: CNA e-Tool Stakeholders

SUBJECTS: Release 2.3 Launches July 30; New Assessment Tool 1.2 v 7; Webinars on Release 2.3; and Virtual Classroom Recordings.

1.   Release 2.3 Launches July 30; Service Interruption Required

        Thanks to all for their feedback on the CNA e-Tool. We are pleased to announce that our latest upgrade, Release 2.3, will be available to users on July 30, 2018.

        Release 2.3 addresses several key functionality concerns expressed by users, including:

        • Adding a "Save as Draft" functionality that will allow users to save work in progress; and
        • Doubling the permitted individual size of attachment files to 10 MB each.

        To implement Release 2.3, the CNA e-Tool will be unavailable during from 8 p.m. EDT on Friday, July 27, through midnight Sunday, July 29. A change log posted here describes all changes.

2.   New Assessment Tool 1.2 v 7

        A revised Assessment Tool (Excel template) was posted here. The revised Assessment Tool addresses several key functionality issues identified by users, including:
        • Required use of property ID numbers;
        • Correcting the Calendar Year change error.

        Prior versions of the Assessment Tool are still acceptable, but users should download this latest version for all new work moving forward. Work completed in this new Assessment Tool 1.2 v 7 should not be validated until CNA e-Tool Release 2.3 is completed on July 30. We have provided this advance version of the revised Assessment tool to assist users in preparing for its use beginning July

30. It is best to use this version of the Assessment Tool so that users can take advantage of the functionality revisions for CNAs prepared in 2018 but not submitted or resubmitted until 2019. A change log posted here describes all changes.

3.   Webinars on Release 2.3

Three webinars will walk users through the enhancements implemented within CNA e-Tool Release 2.3 and the Assessment Tool template. Participants must register in advance for one of the three webinars below:

August 1, 2018, 12:30-2:00 p.m. EDT:
https://www.hudexchange.info/trainings/courses/cna-e-tool-new-release-2-3-session-1/2596/

August 9, 2018, 12:30-2:00 p.m. EDT:
https://www.hudexchange.info/trainings/courses/cna-e-tool-new-release-2-3-session-2/2597/

September 12, 2018, 12:30-2:00 p.m. EDT:
https://www.hudexchange.info/trainings/courses/cna-e-tool-new-release-2-3-session-3/2598/

4.   New Tutorials on Release 2.3 Changes Posted

Five new tutorials explaining the most important changes to the CNA e-Tool to be included in Release 2.3 on July 30 have been posted here.

5.   New Training Videos Posted

Eight new "virtual classroom" sessions from April and May 2018 trainings have been posted. The first four courses were posted 05/15/2018 and the remaining four are now available here.

Please direct questions to the AAQ form. For user access issues, please email CNAaccess@hud.gov.

An additional Operational Bulletin will be issued around July 30 to provide further information concerning Release 2.3.

This bulletin and subsequent updates can be found here.